# BORROWING PROCEDURES

**Primary.**

***RETURNS:***

# Students are to zap their books under the automatic scanner to ***return***.

# Students are to watch for their **name to appear** on the screen-otherwise a book could go back on the shelf with their name still on the book.

# After being **checked** by the **student of the week**, students then put their books on the correct shelf.

# Follow the signs:-JUN, QUI, GEN, to place the books in the correct pile.

# The non-fiction books can be placed on top of the coloured squares to depict their section and then put away later by adult helpers.

***LOANS:***

# Students may borrow one book the first week if they have a library bag. Plastic bags are not suitable except in a dire emergency or if it’s a really strong plastic!

Kids tend to put them over their heads or someone elses.

# If the single borrowed book is returned on time (and no other books are outstanding) the students may then borrow two books.

# After some time of being a regular two book borrower the student may be allowed to borrow **three books at a time. A TOP KID card** is also issued to the student for good library borrowing.

# The command **NAME** must either be entered by the wand or by typing NAME so the students can proceed to the next step.

# A student is to enter the **first** three letters of their **last** name into the computer. They then check on the screen and press enter when the *arrow lines up* with *their name*. The book’s barcode may then be zapped.

# Students are to check that their name and the book’s title appear on the screen.

# A tick is then entered into the week’s column on the class list next to the students name*. ( will do in new library again)* The class list is on display for all to see

***STUDENTS NOT BORROWING / RETURNING:***

# These students are to remain seated after selecting **one** book using [BLIPA.](https://sites.google.com/site/sbpslibraryweblinks/kidswhoreadsucceed) **They will participate in** [**SQUIRT**](https://sites.google.com/site/sbpslibraryweblinks/home/squirt)**.** We need to keep the middle stairs clear for traffic and to avoid accidents.

**# When returning and borrowing is finished** the non-borrowers need to place the book back where they got it from only if they are certain about its place-otherwise on the sorting shelves.

# We ask them not to wander and not to move books off other shelves as they often leave a mess, especially as there is difficulty supervising the borrowing procedure **and** watching all the kids moving around **all the shelves**.

# Students are welcome to come and browse and seek longer guidance before school or at second half lunch-times when usually I have helpers to assist with various duties..

*OVERDUE NOTICES:*

# Once a student has a book overdue for two weeks an overdue notice is to be distributed.

# If the book is not returned by the next week a reminder is sent home to the parents/carers. If they sign the note indicating they will help find the book and the note is sighted by the librarian we will be happy for a short time.

# However, if the note is not sighted, then the day after the next library lesson the student is requested to sit in the library until

* the book is returned or
* the note saying they will help look for the book is sighted, or
* some other valid reason in given.

What do we want? We just want the book back!!

Believe me I don’t get much company by this method. They suddenly seem to have ***a reason to remember* the book**